myPLAN For Performance FAQ

Writing and Viewing Goals  (Read more about goals.)

Q.  Do we have to make up goals for myPLAN for Performance?
A.  Goals reflect your assigned responsibilities and projects and fit into one of four categories: key responsibilities, operational, professional development and service. Key responsibilities are your primary job duties. Write your goals in collaboration with your manager.

Q.  When should I write new myPLAN for Performance goals?
A.  Anytime! Create, edit, document and cancel goals as needed throughout the year, Employees should aim to have at least one active goal in each goal category at all times.

Q.  I can’t see my goals or my employees’ goals. Where are they?
A.  There are several reasons why you may not see goals:

1.  The employee did not create goals.
2.  Goals were created but left in “Draft” status. These must be submitted and approved before they can be seen by a manager or pulled into a review.
3.  Goals are submitted goals and pending manager approval.
4.  Goals were created in a “planning guide” that was not approved. These must be recreated.
5.  The employee does not participate in myPLAN for Performance.

The manager’s My Team tab will not appear until a team member as an approved goal.

Q.  Can goals overlap performance review years or do they have to end on the last day of the year?
A.  Either is fine as long as employee and manager agree on how goal progress is tracked. A typical approach is to only include in the goal what is expected to be accomplished during the review year. A goal can also overlap years and the documentation can note that only partial progress was expected for that performance year. Note that performance review tasks are designed to pull in all goals that fall in a given date range. The same goal can appear in two or more annual reviews if the start and end dates encompass parts of different review years.
Competencies (Read more about competencies.)

Q. **What is a competency?**
A. A competency is the capability to apply or use a set of related knowledge, skills, abilities and behaviors to successfully perform critical work functions or tasks in a defined work setting. There are different types of competencies.

Q. **Why is everyone rated on the same competencies when we all have different jobs?**
A. The common core competencies for all employees in myPLAN for Performance are behavioral-based competencies that all employees are expected to demonstrate. These core competencies align to Columbus State’s mission, vision and values. Your personal job competencies are based and rated on the individual job duties that you will input into the review via the key responsibilities and operational goals sections. Professional development and service goals are also specific to the individual employee.

Q. **Why am I seeing my competency rating for my previous reviews?**
A. As long as the same competency rating tool is used with the same competencies you will see your review history.

myPLAN Eligibility

Q. **Do part-time employees participate in myPLAN for Performance?**
A. Yes, all employees participate except those among the excluded categories listed below.

Q. **Who is EXCLUDED from using myPLAN for Performance?**
A. Faculty, adjuncts, ACF’s, non-credit instructors, seasonal, rush cashiers, preceptors, coaches, learning support specialists, tutors, student workers, and any others who do not work regular, weekly part-time hours or have a full-time equivalent position.

Q. **Are FOP and Teamsters members included in myPLAN for Performance?**
A. The Fraternal Order of Police have adopted the new system; Teamsters are in the review process pursuant to their contract.

Q. **I am new. Will I get reviewed in myPLAN for Performance?**
A. Employees hired by before July 1st will participate in the annual review that year. Those hired after that date should still create and document performance goals but are subject to a review until the following year.

Ratings and Reward (Read more about performance reviews.)

Q. **How will I be reviewed?**
A. Employees will be assigned a Self-review “step” for rating their performance on goals and competencies. Ratings are made using a rating scale and supported by evidence in goal documentation and review comments. Next, the manager does the same in the Manager-Review step. The manager’s review ratings are the final
ratings. Employees and managers should discuss performance throughout the year and during the review period.

Q. Do employees receive both increases and bonuses?
A. If the Board allocates a percentage increase or one-time amount, it will still be awarded on July 1 to eligible employees. Any performance related bonuses, however, will not be awarded until after the review evaluation deadline (March-April) for eligible employees.

Q. I do a good job and receive good ratings, but how can I achieve an “Exemplary” rating?
A. Please see the Rating Scale definitions within the myPLAN materials to assist your understanding of the behaviors associated with exemplary performance.

Q. I see employee names under my visual hierarchy in the Universal Profile that do not report to me. How can I get them changed to the correct supervisor?
A. Send the changes to your HR Business Partner to correct in Colleague.

System Records

Q. My Direct Phone number is not correct in Cornerstone. How can this be changed?
A. Contact the Help Desk at ext. 5050 and submit a request to have the number updated in Colleague.

Q. Does Cornerstone have all my prior reviews loaded in it?
A. All past performance reviews that were completed in Cornerstone are visible under the performance review sections under “My Personal Reviews.” All prior reviews are kept in an individual’s personnel files in the Human Resources department

Q. Can I print my goals or my review?
A. Yes. There is a “Download PDF” link under the Options menu on the “My Goals” page and with the performance review. Old reviews are stored as a PDF. (See the Cornerstone Help Resources Center for printing instructions.)

Q. When I go cornerstone.cscc.edu, there are two versions to choose from. Which one do I log-in to?
A. The Cornerstone Production (Live) site is the official site. The other version, Test (Pilot) site, is utilized for training or testing purposes.

Q. Do I have to be trained to use myPLAN for Performance?
A. No, but study and training are recommended. You have three options: Attend a class or Open Lab, study the user guides in the “Help Resources Center,” review the tutorials on the myPLAN information page. For technical-related difficulties, please email cornerstoneperform@cscc.edu.